

District Fund-Raising Activities

The State Soil Conservation Board herein establishes policy for soil and water conservation districts relative to district-sponsored fund-raising activities, to become effective on **(date)** as follows:

1. District fund-raising activities shall be defined to include any district-sponsored meeting (including the district's required annual meeting), field day, sales of agricultural or non-agricultural products, or other activity carried out with the intent to earn money to supplement the district's income. Advertisement sales, memberships, and donations shall also be included as district fund-raising activity.
 - a. The District Law prohibits districts from engaging in the marketing of farm products or the buying and selling of farm supplies, except those used or needed directly or indirectly in soil and water conservation work (IC-14-32-5(5)).
2. The district shall include the anticipated earnings from fund-raising activities in their annual budget planning. The district's budget plan shall include a justification for the need of the anticipated funds to be earned through the activity and the anticipated expenditures from the earnings.
 - a. Funds earned through district fund-raising activities shall be expended only in accordance with IC 14-32.
 - b. The district shall provide a non-discrimination statement on printed materials related to the fund-raising activity.
3. Districts shall obtain all appropriate licenses and permits before undertaking any fund-raising activity.
 - a. Districts shall not engage in gaming or raffles as fund-raising activities.
4. Districts shall conduct fund-raising activities in accordance with the *Accounting and Uniform Compliance Guidelines Manual for Special Districts, State of Indiana* published by the State Board of Accounts, specifically with reference to "Fundraisers," page 9-10, which states, "Governmental units which conduct fund raising events should have the express permission of the governing body for conducting the fund raiser as well as procedures in place concerning the internal controls and the responsibility of employees or officials."
 - a. The district shall be the governing body authorizing the fund-raising activity.
 - b. Internal controls shall include procedures for handling money, tickets, inventories, collection and reporting of sales tax, and any other appropriate documentation of the fund-raising activity. Written procedures are recommended, including procedures for reconciliation of errors.

- c. Annual meeting tickets or tickets for other district-sponsored events shall be numbered and accounted for.
 - d. No funds earned in district fund-raising activities shall be diverted for any uses other than the financial operating needs of the district.
5. District employees shall not engage in fund-raising activities for agencies or organizations other than the district nor engage in any other tasks related to the fund-raising activity of the other agencies or organizations during work hours.
- a. Districts are prohibited from providing “seed money” from the district’s funds to any other agency or organization to assist the agency or organization to conduct a fund-raising activity. However, the district may cooperate with a related agency or organization to carry out erosion control and water quality improvement activities, as authorized by the District Law (IC 14-32-5-1).
 - b. District supervisors are ineligible to receive per diem or travel reimbursement from the district while engaged in fund-raising activities for any other agency or organization.
 - c. No material resources of the district shall be used for the fund-raising activities of any other agency or organization.
6. Products sold by districts and activities conducted for fund-raising purposes shall be those which promote water quality improvement and erosion control or which enable the district to market its mission within the community. Districts shall not engage in sales of products or fund-raising activities unrelated to the purposes of the district or in competition with local vendors.
7. *The Accounting and Uniform Compliance Guidelines Manual for Special Districts, State of Indiana* published by the State Board of Accounts, addresses “Malfeasance, Misfeasance or Nonfeasance” on page 9-11. This guidance shall apply to all district fund-raising activities: “Funds misappropriated, diverted or unaccounted for through malfeasance, misfeasance, or nonfeasance in office of any officer or employee may be the personal obligation of the responsible officer or employee.”

(Date) = date of final adoption of this policy.